

Introduction

The “How to Request a Revision” Quick Reference Guide is designed to provide the minimum steps necessary in requesting and submitting a Revision to a Vendor(s).

To request a Revision choose a particular Quote and utilize the system email to notify the Vendor(s) who created it. You have the option to send multiple Vendors the same revision request email, or you can personalize the request.

Revisions are typically requested if a Buyer needs additional information from a Vendor. For example, clarifications; best & final offers; additional questions, etc.

Pre-requisites

You must have the Basic Purchasing Role.

Steps

Step 1:

- a.) From the home screen once logged in, select **Documents > Bids > Opened**

Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Tabulation
007114B0000880	Department of Technology, Management and Information Services	Isidra Chavez	QRG - Testing steps	Open Market	09/11/2014 09:45:00 AM	Bid Tab
007114B0000874	Department of Technology, Management and Information Services	Isidra Chavez	Consulting Services	Open Market	09/11/2014 09:45:00 AM	Bid Tab
007114B0000862	Department of Technology, Management and Information Services	Isidra Chavez	Test 7-28	Open Market	09/11/2014 09:45:00 AM	Bid Tab
007114B0000860	Department of Technology, Management and Information Services	Isidra Chavez	QRG Bid	Open Market	09/11/2014 09:45:00 AM	Bid Tab
007113B0000842	Department of Technology, Management and Information Services	Isidra Chavez	QRG	Open Market	09/11/2014 09:45:00 AM	Bid Tab
007113B0000831	Department of Technology, Management and Information Services	Isidra Chavez	Doc Mgmt. testing - forms creati	Open Market	09/11/2014 09:45:00 AM	Bid Tab

Step 2:

The page refreshes to the **Open Bids** page with a list of your bids.

- a.) Click the **Bid Tab** link of the bid quote you want to revise.

Note: You cannot request a Revision from a bid that has been Awarded.

Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Tabulation
AGENCY14B0001897	Department of Technology Management and Budget	Isidra Chavez	consulting services - IT	Open Market	09/11/2014 09:45:00 AM	Bid Tab
AGENCY14B0001895	Department of Technology Management and Budget	Isidra Chavez	testing 9-8-14	Open Market	09/08/2014 11:00:00 AM	Bid Tab

Step 3:

The page refreshes to the **Bid Tabulation** screen, defaulted to the **Quotes Tab**.

- Select the **Revisions Tab**.
- Select the check box in the **Request Revision** column for each Vendor to receive the request email.
- Pick a **Due Date** in the Due Date column.
- Click the **Create Notification** button in the Notification Actions column.
- Select the **Create Notification** button if you are sending a request to one Vendor.
- Select the **Send Notification to Selected Vendors** button if you are sending the request to multiple Vendors.

Bid Tabulation for Bid #AGENCY14B0001897

Quotes **Revisions** Items Header Questions Subcontractors Routing Attachments(1) Score Summary

Revision Email Communication

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input checked="" type="checkbox"/>	IC LLC			10/15/2014 09:45:00 AM	Create Notification
<input type="checkbox"/>	CMster				Create Notification

Send Notification to Selected Vendors

OR

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input checked="" type="checkbox"/>	IC LLC			11/05/2014 12:00:00 AM	Create Notification
<input checked="" type="checkbox"/>	Sida's World			11/05/2014 12:00:00 PM	Create Notification

Send Notification to Selected Vendors

Step 4:

The **Send Quote Revision Email** page displays, which allows you to create your email message requesting a Revision.

- Create your Revision Request email message.
- Include additional email recipients if needed.
- Attach any necessary documents at the bottom of the page. Click the **Upload Attachment** button once complete.
- Once complete, click the **Send Revision Request** button.

Send Quote Revision Email

Vendor Recipients: Vendor64;

Additional Email Recipients: chavez@michigan.gov

From: Isidra Chavez (chavez@michigan.gov)

Subject*: QRG - Revisions

Text*: Creating an updated QRG for Revisions

Note: The expiration of the Due Date **does not automatically** close the revision process; the Buyer must manually close the Revision Process in order for the Vendor's new quote to be updated in the system.

The new copy of the Quote is made editable to the vendor until you close the Revision Process.

Step 5:

A pop-up confirmation message will display.

- a.) Click the **OK** button to continue submitting your Revision request.

Step 6:

The **Revision Request Mail Results** page displays.

- a.) Click the **OK** button to confirm your email recipients are correct.

Vendor ID	Vendor Name	Email Address
00049884	IC LLC	isidra Chavez (ichavez@donotreply.com)

The page refreshes back to the **Revision Tab** page.

The following window displays a notification to each vendor you sent a Requested Revision to.

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
	IC LLC	View	09/10/2014 02:25:54 PM	10/15/2014 10:00:00 AM	Email sent to ichavez@donotreply.com at 10/15/2014 08:33:48 AM
	CMster				Create Notification

Step 7:

- a.) Click on the **Revisions – Email Communication Sub-Tab** to review your Revision request recipient and Attachments.

Bid Tabulation for Bid #AGENCY14B0001897

Quotes Revisions Items Header Questions Subcontractors Routing Attachments(1) Score Summary

Revision Email Communication

Notification ID	Sent By	Vendor Recipients	Subject	Date Posted	Attachments
11366	Isidra Chavez	Isidra Chavez ▼	Bid # AGENCY14B0001897 - Testing	10/15/2014 09:31:59 AM	Revision 1 Attachment - Koala-2.jpg

Step 8:

Once the due date of the Revision Process has approached, you **MUST** Close the Revision Process.

- a.) Log back into Buy4Michigan.
- b.) Click on the **Bids Tab** from the Home page screen > **Opened Tab**.

Home - Welcome Back Isidra Chavez

News(1) Dashboard Reqs(1) Bids(223) EO(3) Approval(0) My Reminders(1) Events(0)

In Progress(2) Ready for Approval(0) Ready to Send(0) Ready to Open(206) **Opened(9)** Approved(6)

Step 9:

- a.) Select the appropriate Bid and click the **Bid Tab** link.

Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Tabulation
AGENCY14B0001897	Department of Technology Management and Budget	Isidra Chavez	consulting services - IT	Open Market	09/11/2014 09:45:00 AM	Bid Tab
AGENCY14B0001895	Department of Technology Management and Budget	Isidra Chavez	testing 9-8-14	Open Market	09/08/2014 11:00:00 AM	Bid Tab

Step 10:

- a.) Select the **Revisions Tab**.
- b.) Click the **Close Revision Process** button located at the bottom of the page

Bid Tabulation for Bid #AGENCY14B0001897

Quotes Revisions Items Header Questions Subcontractors Routing Attachments(1) Score Summary

Revision Email Communication

Revision: Revision 3 ▼

Request Revision	Vendor	Quote History	Submit Date	Due Date *
	IC LLC	View	09/10/2014 02:25:54 PM	10/15/2014 10:00:00
<input type="checkbox"/>	CMster			

Close Revision Process

Once the Revision Process has been **CLOSED** the button disappears.

Bid Tabulation for Bid #AGENCY14B0001897

Quotes Revisions Items Header Questions Subcontractors Routing Attachments(1) Score Summary
Revision Email Communication

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
	IC LLC	View	09/10/2014 02:25:54 PM	10/15/2014 10:00:00 AM	Email sent to ichavez@donotreply.com at 10/15/2014 08:33:48 AM